

Draft

Minutes of the Waukesha County's Public Safety Communication Center Steering Committee

Tuesday, June 11, 2002

Present: Dan Finley, Chair, Waukesha County; Diane Gard, City of Oconomowoc; Jim Nortman, Village of Elm Grove; Donald Wiemer, Village of Oconomowoc Lake; Joseph St. Thomas, Town of Oconomowoc; Wally Thiel, Village of Hartland; Jim Payne, City of Waukesha; Richard Manke, Waukesha County Board; Ted Wysocki, City of New Berlin and Dean Marquardt, City of Brookfield.

Not Present: Keith Henderson, Town of Brookfield; Richard Farrenkopf, Village of Menomonee Falls; and Joseph Whitmore, Village of North Prairie;

Also Present: Andrea Steen Crawford, Elm Grove; Bob Jacobs, Jim Richter, Andrew Thelke, and Mark Mader, Waukesha County.

The meeting was called to order at 4:03 p.m. by County Executive Finley. The minutes of May 29 were approved as presented.

Reports were heard from the workgroups' chairmen. County Executive Finley gave a report on the Facilities Workgroup for absent Public Works Director Bolte. The group is rethinking the location of the facility because of water issues. The location may be moved a couple hundred yards closer to Fire Station District No. 4.

Human Resources Manager Richter said the Human Resources Workgroup has not met since the last meeting.

Radio Dispatch Coordinator Jacob said the Fire Protocol Workgroup has sent questionnaires to the dispatcher store review. The Police Protocol Workgroup is reviewing the time and warrants entry at the center. The Technology Workgroup will be meeting June 26 and will finalize the RFP for RMS services. The RFP will be sent out the next week. There is usually a six-week turnaround time with the proposals.

Ed Henschel from VK passed out the cost analysis for Elm Grove. The analysis showed that Elm Grove would have \$78,500 savings the first year and over an eight-year period would save \$727,000. The Oconomowoc financial analysis will be presented at the next meeting as the Oconomowoc officials have met with VK but wanted to go over some of the figures.

A single policy for access to the Records Management System was approved for both dispatch and non-dispatch communities after being amended. (See attached.)

Discussion will be held at the next meeting on the process of going to the communities to get final approval in the month of August. Jim Payne brought up a timing issue with the records management system not in place.

Waukesha and Brookfield are in the process of doing their own financial cost analysis. New Berlin will be doing an analysis with VK. Wall Thiel will contact Chenequa and Delafield to ask again if they are interested in a cost analysis.

The next meeting was set for Tuesday, July 2 at 4:00 p.m. The meeting adjourned at 4:32 p.m.

Attachment:

Revised
Proposed
Records Management System Policy
For Communities

Access to the records management system (RMS) is permitted to all Waukesha County communities and their respective agents at no cost to the users. Communities will be responsible to pay for all line costs (T-1, DSL, landline) to connect to the system and for all hardware located on users' premises. Maintenance of the base system rests with Waukesha County.

Other non-Waukesha County emergency agencies may also have access, subject to the approval of the Dispatch Operations Committee. Communities that choose to maintain their own RMS are responsible for creating and maintaining appropriate interfaces with the county system at their cost. The goal is to have an interactive system between the county and all users.